



**Office of Affordable Housing Preservation**

**Field Communication Call  
Monday, June 6, 2005  
3:00 pm - 4:00 pm Eastern DT  
Call-In Number: 800-597-0731  
Chairperson: Charles H. Williams  
Co-Host: April Chang**

**AGENDA**

**Underwriting Issues:**

**April Chang**

- 1. Non-Profits' contributions to transaction costs**
- 2. Vacancy Issues:**
  - i. Distinguish type of vacancy data**
  - ii. Provide specific details of vacancy for each comp**
  - iii. Using the 5% vacancy rate**
  - iv. Miscellaneous other issues**
- 3. Expenses**
  - i. Level of detail required in submission**
  - ii. Get owner's current schedule of site staff (title, pay rate, hours per week, weeks per year, cost of benefits etc.)**
  - iii. Explanation of cushion**
- 4. Trending rates - what's appropriate when & why**
- 5. Front-loading repairs in the R4R schedule**
- 6. Obtaining Rehab bids**
- 7. Miscellaneous other underwriting issues.**